

**The Township of Selwyn
Job Description**

Position: Office Assistant – Summer	Page: 1 of 2
Reports: Deputy Clerk	Date: April 2024
This Job Description Is: <input type="checkbox"/> New <input type="checkbox"/> Existing <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Rescinded	

Job Summary:

As a member of the Customer Service & Administrative Support Team, provides general clerical support for the Municipal Office and administrative assistance to the Community & Corporate Services / Clerk’s Department and other Department Managers as required.

Duties and Responsibilities:

1. Performs front counter reception duties by responding to office, telephone, and e-mail inquiries, and provides general service, and business information, relaying messages and routing calls to the appropriate person where necessary. Customer service is emphasized.
2. Provides administrative support to the Manager of Community & Corporate Services / Clerk, Chief Administrative Officer and other Department Managers.
3. Produces and maintains any forms, records, reports and correspondence as required.
4. Supports the preparation of lottery licenses, liaise with groups with respect to the submission of applications, receives and reviews lottery reports and maintains accurate records.
5. Responsible to receive, open and stamp incoming mail, direct to appropriate department. Processes outgoing mail.
6. Responsible to maintain records of all burial permits issued by the Registrar and/or Deputy Registrar of Vital Statistics and preparation of related statistical information for transmission to the Province.
7. Supports the preparation, scanning and filing of documents for records retention purposes.
8. Assists with the preparation of agendas, minutes, correspondence, reports, routine by-laws and compiles and photocopies background information for the agenda for distribution in a timely manner.
9. Assist with making any required conference registrations and or reservations for Council, Department Managers and other staff members.

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Duties and Responsibilities: (Cont'd)

10. Assist with the planning and preparation of any meeting, special events/functions.

11. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

12. Responsible to adhere to the Occupational Health & Safety Act and the Municipal Health & Safety Policy.

Supervision:

This position does not require the incumbent to supervise or direct the work of others.

Contacts:

Internal: With the Deputy Clerk, Manager of Community & Corporate Services / Clerk and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With the general public to provide information, ensuring polite and tactful relations. With law offices to provide information relating to taxes.

Working Conditions:

Exposure to a normal office environment. Visual and mental concentration with respect to detail (figures) and visual display terminal.

Job Knowledge:

Post-secondary education or equivalent.

Strong Microsoft Office computer skills (Word, Excel and Power Point).

Good organizational and communication skills. Superior customer service skills and proven ability to deal with the public.

Key Competencies:

- Adaptability/Flexibility
- Communication
- Customer Focus
- Organization and Planning
- Quality Orientation
- Team Work and Cooperation